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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

WESTERN DIVISION

WASHINGTON, D. C.

RECEIVED

★ MAR 26 1937 ★

U. S. Department of Agriculture

March 5, 1937.

INSTRUCTIONS FOR THE EXECUTION OF 1936 WHEAT AND RYE
COMPLIANCE FORMS INVOLVING BENEFICIARIES
(For County Association Use)

The instructions heretofore issued did not provide for the execution of 1936 wheat and rye compliance forms in instances where a producer, who signed Form Wheat-201, Application for Wheat Adjustment Contract for 1936-1939, and/or Form Rye-1, Application for Rye Adjustment Contract for 1936-39, named a beneficiary therein and subsequently died, disappeared, or became incompetent after complying with the provisions of the 1936 wheat and/or rye program/s. In such instances, the instructions set forth below shall be followed in the execution of Forms Wheat-209, Wheat-210, Wheat-212, Wheat-213, Rye-10, and Rye-11, whichever is or are applicable.

1. Compliance Certificates shall be accepted without documentary evidence of the death, incompetency or disappearance of the producer who signed the application, however, the members of the committee must ascertain that persons purporting to act in a fiduciary capacity have authority to so act before approving the compliance certificates. At least two disinterested members of the County Committee must execute each compliance certificate, including Form Wheat-210.
2. Where a producer died subsequent to compliance and an Executor or Administrator has been appointed, such Executor or Administrator must execute the applicable compliance form, even though the deceased producer had named a beneficiary.
 - (a). The Executor or Administrator must sign in the manner prescribed in Form AAA-331.
3. Where the producer died subsequent to compliance and an Executor or Administrator has not been appointed, then the beneficiary named in the application shall execute the applicable compliance form. In addition, the beneficiary must submit a statement, approved by at least two disinterested members of the County Committee, which contains a certification that --

- (a). The producer who signed the application is deceased, and
 - (b). The deceased producer had complied with all the rules and regulations governing the 1936 wheat and/or rye program/s prior to his death, and
 - (c). The beneficiary executing the compliance form is the person named in the application by the deceased producer as beneficiary.
4. Where the producer disappeared subsequent to compliance and a fiduciary has been appointed by a court of competent jurisdiction to act for the producer who has disappeared, the fiduciary shall execute the applicable compliance form, even though a beneficiary has been named by the producer who has disappeared.
- (a). The fiduciary must sign the compliance form in the manner prescribed in Form AAA-331.
5. Where the producer has disappeared subsequent to compliance and a fiduciary has not been named by a court of competent jurisdiction, then the beneficiary named by the producer who disappeared shall execute the applicable compliance form. In addition, the beneficiary must submit a statement, approved by at least two disinterested members of the County Committee, which contains a certification that --
- (a). The producer who signed the application disappeared at least six months prior to the time that the beneficiary executed the compliance form, and
 - (b). The producer who disappeared complied with all the rules and regulations governing the 1936 wheat and/or rye program/s prior to his disappearance, and
 - (c). The beneficiary executing the compliance form is the person named as beneficiary in the compliance form by the producer who disappeared.
6. Where a producer has been declared incompetent by a court of competent jurisdiction subsequent to compliance and a Guardian or Committee has been appointed

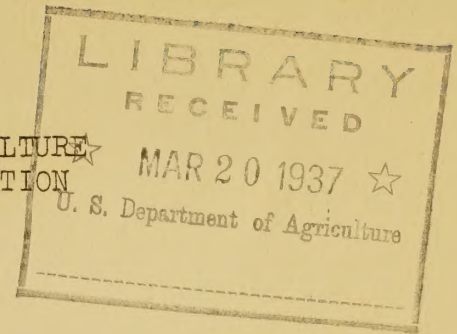
by such court, the Guardian or Committee must execute the applicable compliance certificate, even though the producer who has been declared incompetent had named a beneficiary.

(a). The Guardian or Committee must sign in the manner prescribed in Form AAA-331.

7. Compliance Certificates executed in accordance with the above instructions may be accepted at this late date, and are excepted from the instructions heretofore issued that any Compliance Certificates received in the State Office subsequent to December 31, 1936, could not be approved for payment in the State Office.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D.C.



March 3, 1937

MEMORANDUM FOR DIRECTORS OF EXTENSION IN ALL STATES AND
WHEAT PRODUCTION CONTROL ASSOCIATIONS

Re: Termination of County Wheat
Production Control Associations

Activities of County Wheat Production Control Associations will be terminated on March 31, 1937, since the major portion of the work of the association should be completed by that date. The unfinished work of the Wheat Production Control Association will be completed by the County Extension Agent, County Emergency Agent, or other extension representative designated by the State Director of Extension. The State Director of Extension shall submit to the Western Division the name and official title of the persons designated by him to complete the work of the Wheat Production Control Associations of the respective counties.

The Wheat Production Control Association shall transfer the files, records, and documents of the association (except the Treasurer's records, which shall be transmitted to the Western Division, Agricultural Adjustment Administration, Washington, D. C.) to the person so designated, who will preserve the files, records, and documents of the association and continue the work of the association.

The Wheat Production Control Association shall transfer to the Agricultural Conservation Association of the county all property owned by the Wheat Production Control Association. Any property which is not transferred to the Agricultural Conservation Association of the county shall be disposed of only by direction of the Director of the Western Division.

It is desirable that all suspended compliance certificates and related papers to be re-submitted to Washington, which require the signatures or initials of the County Allotment Committee, be forwarded prior to March 31, 1937. Subsequent to that date any

contracts, compliance certificates, and any other papers or documents relating to the 1933-35 Wheat Program, the 1936 Wheat Program, and the 1936 Rye Program, which, under existing regulations, are required to be certified or executed by members of the County Wheat Production Control Association, or persons acting under their supervision, are to be executed or certified by the County Extension Agent, County Emergency Agent, or other extension representative designated by the State Director of Extension. However, any compliance certificate, signed in the space provided for the signature of the Supervisor by a County Extension Agent, County Emergency Agent, or other extension representative designated by the State Director of Extension, must have attached thereto Form Wheat-222, signed by the proper extension representative. The person designated to execute and certify papers and documents in connection with the 1933-35 Wheat Program, the 1936 Wheat Program, and the 1936 Rye Program, shall indicate after his signature his official capacity.

The extension representative designated by the State Director of Extension to complete the unfinished work, shall, beginning April 1, 1937, forward to Washington, through the State Office, all completed compliance certificates and related papers in connection with the 1933-35 Wheat Program, the 1936 Wheat Program, and the 1936 Rye Program, which had been suspended and returned to the County Wheat Production Control Association prior to April 1, 1937, or suspended and returned to the extension representative after March 31, 1937, except where a representative of the Western Division has been assigned to a State for the purpose of completing such suspended cases, in which event the compliance certificates and related papers may be forwarded to him, if requested.

A meeting of the Board of Directors of the Wheat Production Control Association shall be held, if possible, in sufficient time to effect the transfer of the property, documents, and records on or before March 31, 1937.

If it is not possible to have a meeting of a majority of the members of the Board of Directors in time to effect such transfer by April 1, 1937, the Secretary of the Wheat Production Control Association should mail to each member of the Board of Directors a notice that the activities of the Wheat Production Control Association are to be terminated and request that Form Wheat-223 be signed by him and returned immediately to the

Secretary of the association. When the Secretary of the association has received Forms Wheat-223, properly signed by a majority of the members of the Board of Directors, he is authorized to transfer the files, records, and documents and property of the Wheat Production Control Association as indicated in these instructions.

For the proper termination of a Wheat Production Control Association, the following data must be submitted to the Western Division by the Secretary of the Wheat Production Control Association:

1. A certified copy of the minutes of the Board of Directors of the association of a meeting at which the equipment and records of the association were disposed of, executed by a majority of the Board of Directors of the association, or in the absence of a formal meeting of the board, copies of Form Wheat-223 must be executed by a majority of the members of the Board of Directors.
2. An inventory of all the equipment of the association, together with a receipt signed by the person or agency receiving the equipment.
3. A receipt signed by the person who received the records of the association, containing a description of the records, his title, name of the agency for which he received such records, and a statement that such records will be preserved.

Upon examination of the evidence submitted and the information on file in Washington, if it is determined that the provisions set forth in paragraphs 1 to 3, inclusive, have been fully complied with, a Notice of Termination shall be sent to the Secretary of the County Wheat Production Control Association and to the State Director of Extension.

When it has been determined from the records on file in the Western Division and the Administrative Audit Section that all expense statements from an association have been submitted to Washington and checks in payment thereof have been received, funds distributed and proper receipts therefor returned to Washington,

the Treasurer's Bond will be terminated and notice of such termination (Form AAA-346) will be forwarded to the Surety on the Treasurer's Bond, indicating that the obligees named thereon will not look to the Surety for protection in connection with funds advanced subsequent to such notice.

The County Extension Agent, County Emergency Agent, or other extension representative designated by the State Director of Extension, shall not submit for payment any statement of administrative expenses, which may still be due after the termination of the association, except with the prior approval of the Director of the Western Division. Where approval is given, such items will be submitted on Standard Form 1012, 1013, or 1034, as may be necessary, within the limits of any balance remaining in the last budget approved for the Wheat Production Control Association for the county for which such item of expense was incurred.

George E. Farrell

Director, Western Division

C. Warburton

Director of Extension